

ClassDojo Usage Policy – Guidance and Expectations



It is the responsibility of all members of staff who use Class Dojo to ensure it is used according to this policy. Monitoring of the policy will be conducted by Senior Leaders who may ask to view the Class Dojo page to ensure the policy is being adhered to.

At Elm Grove Primary School we aim to provide a positive learning environment for all children, where effective teaching and learning can take place.

OUR SCHOOL VALUES:

Everyone Included, Everyone Valued, Learning and Thriving together.

We believe that effective communication between home and school is essential to supporting children in their learning. Class Dojo was introduced to Elm Grove school as an aid to learning in the recent pandemic. Class Dojo was introduced to ensure that children in lockdown were still able to access learning and as a way for parents/carers, teachers and pupils to engage in positive communication.

Class Dojo is still being used daily as a means of communication in Reception and Year 1; as the children move up the school, teachers have found that there is less need to communicate through Class DoJo.

ClassDojo is free and works on any iOS/Android/Kindle Fire device or web browser.

For the system to work efficiently and effectively, this document will highlight the stipulations around use from teachers and parents/carers to keep ClassDojo as a positive tool. These stipulations will be reviewed during and after implementation of ClassDojo to reflect the values of the school.

How does Class Dojo work?

We use the ClassDojo App to communicate securely with parents/carers about their children online. Parents/carers are sent a passcode which connects them to their child's account.

Class Dojo is used daily in Reception and Year 1. Then in the subsequent years ClassDojo is used to provide children with adequate learning in case of self-isolation.

Children will be able to submit their home learning through their Student Portfolio. ClassDojo is only available to parents and children registered at Elm Grove school. **Parents/carers are reminded that they should not take images from ClassDojo and post them elsewhere online. Breaching this requirement will lead to account suspension.**

Parents/carers will receive a covering letter upon implementation explaining how the app will work and how to register. This will include a copy of this policy which the parents/carers will have accepted in full if they sign up to use ClassDojo.

Parents/carers can use a generated invite code to link with their child's class, either using a smartphone app or website.

Only parents/carers will be given access codes to ClassDojo. It is expected that up to two parents will be linked to a child's account.

Parents/guardians can view their child's story feed. They can like and comment on class posts. They can also message their child's class teacher.

Parents/carers can message teachers; however teachers will be expected to give a response only during the hours of 8am – 5pm, Monday-Friday, as the rest of the time teachers may be set on 'quiet time'.

Parents/guardians should be aware that an immediate response cannot be expected, as the main priority of staff is to teach, and a response will be given as soon as possible, during the working hours.

Parents/guardians should not use this messaging tool to enquire about the progress of their child in any way but can use it to arrange a meeting with class teachers to discuss any questions they may have.

The following matters should always go through the School Office:

- Absence (such as medical appointments)
- Sickness
- Urgent messages (e.g. collection of children)

If parents/carers do not wish for their child's photographs, digital recordings or work samples to be published on ClassDojo they must indicate so on the ClassDojo Permission Form (available from the school office if not already submitted).

Parents/carers and teachers cannot share photographs, messages or work samples published on ClassDojo on their personal social media accounts due to a breach of privacy resulting in removal from Class Dojo.

Parents/carers and teachers will recognise that ClassDojo is a means to share positive understandings of classroom and whole school learning. It should not be used to compare pupils' work samples, digital recordings or photographs.

Parents/guardians will understand that the number of posts will not be consistent from week to week and will be dependent on events that are happening in school. The number and content of posts may also differ across year groups.

Teachers and staff should be aware of the working hours (Monday-Friday 8am to 5pm) surrounding ClassDojo and that parents/carers may message outside of these times.

Should teachers receive any messages which they find inappropriate, they should see their line manager as soon as possible.

Teachers will share messages and photographs via the Class Story page that promote positive understandings of class and whole school learning. Teachers will only use the first names of the children when posting pictures or messages on ClassDojo.

Teachers are respectfully reminded to not engage in any conversations about personal matters via the class page or the messaging service.

Information that is considered sensitive or private will be communicated with parents/guardians only via the private messaging platform, not through Class Story or School Story.

All school staff using Class Dojo are to make themselves fully aware of the children who are in LA care or who do not have permission to have their photographs shared on websites and social media from the school. Teachers will share photos, digital recordings, messages and work samples only for pupils whose parents/guardians have given written permission that this information can be shared.

It is not expected that teachers will need the app on a mobile device; please be mindful of the impact this may have on your personal time if you do decide to have the app on your mobile device. It is the responsibility of all members of staff who use ClassDojo to ensure it is used according to this policy.

Elm Grove teachers, parents & guardians who participate in ClassDojo agree to the terms of the Code of Conduct.

Parents/carers can also read all Class Story posts in their preferred language instantly. For this function parents will need to log in to the app through a laptop as this function is not available on an android device.

ClassDojo is compliant with the GDPR and parents/guardians give permission for the school to process their child's data on the system when they complete the data processing consent form. All information on ClassDojo is private between teachers, parents/carers and children. Information is never sold and ClassDojo permanently deletes pupils' personal information when they stop using ClassDojo. Teachers, parents/carers and children can always access and delete their information at any time.



